The Capital Programme fund

Help with your Major Capital projects application
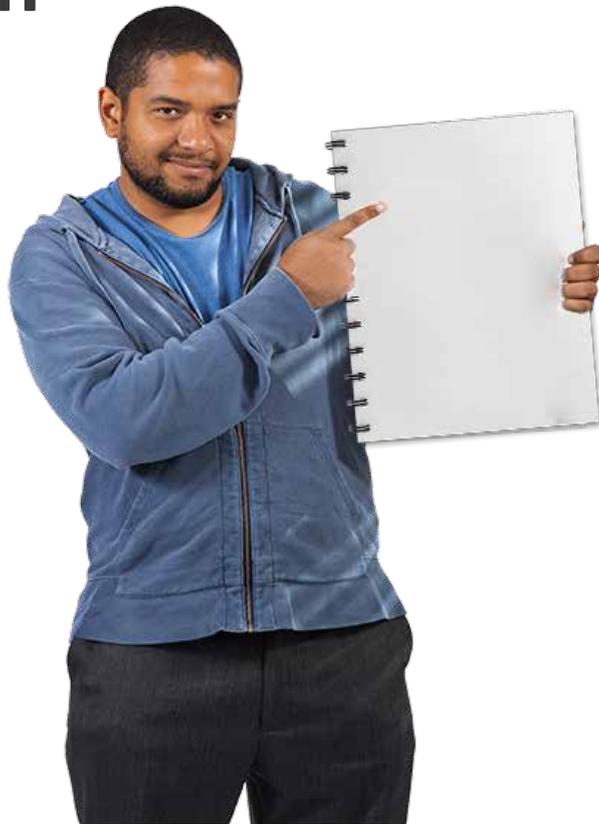
Cyngor Celfyddydau Cymru
Arts Council of Wales

Yn dyfarnu arian / Awarding funds from
Y LOTERI GENEDLAETHOL
THE NATIONAL LOTTERY®

How to use this document

This is an easy read document. But you may still need support to read it. Ask someone you know to help you.

Words in **bold blue writing** may be hard to understand. You can check what all the words in blue mean on **page 34.**

Where the document says **we**, this means the **Arts Council of Wales**. For more information contact:

E-mail: capital@arts.wales

Phone: 03301 242733

Website: arts.wales/about-us/contact-us

This document was made into easy read by **Easy Read Wales** using **Photosymbols**. To tell us what you think about this easy read version, please click here.

Contents

Introduction

This document will help you with your **major capital project** application for this fund.

Major capital projects are big building projects. They can go on for a long time.

Planning a **major capital project** can be hard. Applying for a **major capital project fund** can be hard too.

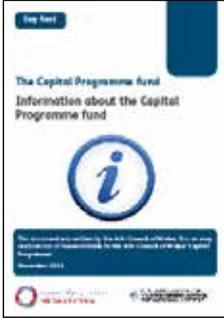A **fund** is money that organisations can get to help them do their work.

We will tell you what you need to include in your application. And we will help you to plan your project.

About this document

Only use this document if you have been invited to apply for this **fund.**

Otherwise, you should read **The Capital Programme - information about the capital programme fund** instead.

Read this document at the start of your project.

Then come back to it as your project goes on. When you need to check things.

You should also read our Capital Strategy 2012-2017.

If you want help filling in your application, we have Help Notes on our website: arts.wales/funding.

About the application process

You must apply for major capital projects in **3 stages**:

- check your project is possible to do. And worth doing

- plan the details of your project

- work out the costs.

We use the **Royal Institute of British Architects Plan of Work 2020** to help with this process. You can view it by clicking here: PlanofWorktemplate.pdf

We will check your application at each stage to make sure it is right.

Who we work with

We work with experts to check your application. Like architects. And business advisors.

These experts will read you application. And write a report about it.

These experts will send their reports to you.

You can talk to us about what the reports say.

We advise you to work with **The Design Commission for Wales**. They can help you with your project.

Starting your project

First you need to check if your project is possible to do. And that it is worth doing.

This is called a **feasibility study**.

A **feasibility study** shows that you have planned out your project well.

A **feasibility study** shows that there is a need for your project. And that it will benefit people.

You should be able to tell us why your project is a good idea.

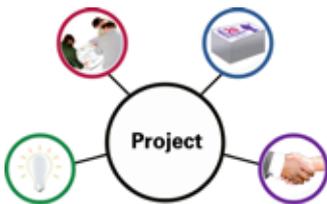And why you have decided on this particular project.

You should get experts to help you with your **feasibility study**. Like architects. And business advisors.

You should think about:

- If you have the right location for your project.

- How big and detailed your project will be.

- Costs. During and after the project.

- Protecting the **environment**.

> The **environment** is where we live. It includes the land, the sea, the air, and everything that lives in and on it. For example, plants, animals, and fish.

- How you will include artwork in your project.

You should also think about:

- how this project will affect your staff. And if you need to get more staff

- getting permission to do the project

- making a timetable

- what might go wrong. And what you can do to fix things.

Your **feasibility study** will bring your project to the end of **Royal Institute of British Architects Plan Stage 2, Concept Design**.

You can check this on the Royal Institute of British Architects Plan of Work 2020 here: www.architecture.com/knowledge-and-resources/resources-landing-page/riba-plan-of-work

Developing your project

The next stage is where you plan out all the details of your project.

This includes costs for your project. And designs and drawings.

You will need to hire experts to help you. Like a design team. And a project manager.

Hiring people properly can be hard. We can help you with this.

This stage will bring your project to the end of **Royal Institute of British Architects Plan Stage 3, Spatial Coordination**.

You can check this on the **Royal Institute of British Architects Plan of Work 2020** here. www. architecture.com/knowledge-and-resources/ resources-landing-page/riba-plan-of-work.

At this stage you should have:

- An architect's report about what you plan to do.

- Plans of the finished building.

- Information about materials you will use.

- Costs.

- Information about how you will protect the **environment**.

- Information about how you have made the building **accessible**.

> **Accessible** means it is easy to go somewhere. And to get around. It also means something is easy to understand.

You should also have:

- Plans to include public artwork.

- Information about who you need to help you. And how much they will cost.

- Information on the next stage of the project. Including a timetable.

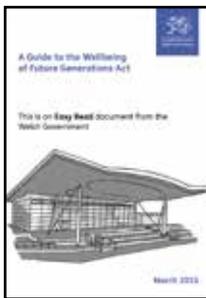- A business plan for after the project is finished.

You should make sure you follow the **Construction (Design and Management) rules 2015**.

What we need from you

If you are doing a major capital project, we need you to do certain things. Like:

Consider the future

We must follow the **Well-being and Future Generations (Wales) Act 2015**.

This law protects people in the future. By building a stronger Wales now.

You can find out more here. gov.wales/well-being-of-future-generations-walesYour project should help build a stronger Wales too.

Tell us how you will do this.

Consider the environment

You should protect the **environment** during your project. And afterwards.

This is called **environmental sustainability**.

> **Environmental sustainability** means protecting the environment. Now and in the future.

Make sure the supplies and equipment you use are good for the **environment**.

You should design your building so it uses less heating and electricity.

You should be careful about how much water you use.

You must show us your **environmental sustainability** plans.

There are tools and advice to help you plan your environmental sustainability:

Building Research Establishment Assessment Method is a tool to help you with **environmental sustainability**.

Planning Policy Wales

Chapter 4: Planning for **Sustainability**

Chapter 13: Minimising and Managing **Environmental** Risks and Pollution

Welsh Government - Practice Guidance

Planning for **Sustainability**

Renewable and Low Carbon Energy in Buildings

Building Regulations 2010 – Approved Documents

Part L: Conservation of Fuel and Power

You can find out more in the **More information section**.

Have a good quality design

You should have a good quality design for your building.

Your building should be **accessible** for as many people as possible. For example, physically disabled people. And learning disabled people.

You must show us your plans to make your building **accessible**.

You need to follow the law and advice when you design your building. Like:

The Equality Act 2010

This law protects certain people from **discrimination**.

Discrimination is when you are treated badly or unfairly because of your sex, race, religion, disability, or sexual identity.

Building Regulations 2010 – Approved documents

Access to Buildings. This is about how to make buildings **accessible**.

British Standards 8300: 2018

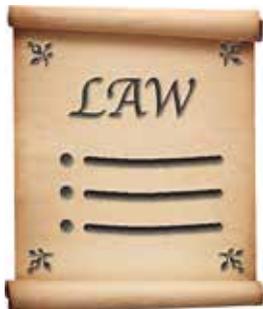This is about designing buildings to meet the needs of disabled people.

Welsh Government

Technical Advice Notice (TAN) 12: Design (2016). This is about how to plan a good quality design.

You can find out more in the **More information** section.

Buying goods and service for your project

You need to buy goods and services in the right way. This is called **procurement**.

> **Procurement** means you must follow certain laws when you buy goods or services for a business. This keeps things fair.

The rules for **procurement** include equipment you buy. And people you hire.

There are different rules depending on the size of your project. You can find out more by clicking here: www.gov.uk/government/publications/procurement-policy-note-new-thresholds-2020

You need to plan out all goods and services you are going to buy. And how much everything is going to cost.

You must be able to show us that you have followed **procurement** laws.

Using public art

You must have artwork in your building project.

This is an important part of the project.

Artwork will make your building look better. And nicer for people to visit.

Using artwork in you building also helps local artists. By giving them work.

And giving them somewhere to show their work.

There are lots of ways you can include artwork. For example:

- Digital art

- Furniture

- Artwork inside and outside the building

Running a successful project

Running a big project can be hard for an organisation.

It can take a lot of time and effort. And cost a lot of money.

You must make sure you have planned it and run it well.

You should set up a group to run the project.

This group will be responsible for making the project successful.

You might find these documents helpful from Wales Council for Voluntary Action (WCVA):

- [Good Governance](#)

- [Governance Health Check](#)

Project managers

You should hire a professional project manager for your project.

Your project manager should be from outside your organisation.

Your project manager will make sure the project is finished on time. And doesn't cost more than expected.

You should work closely with your project manager.

Project managers add more cost to your project. But they are worth it.

You should get a project manager even if your organisation is small.

Planning your costs

You need to know how much your project will cost. Now and when it is finished.

You should work out all your costs carefully.

And you should plan how you are going to pay for everything.

If you don't know how you will pay for everything, you should not do your project.

This could put your organisation at risk.

If your application is successful

If we give you this **fund**, we need to make sure you use it properly.

We will check you are using it properly.

And we will help you to use it properly.

But we need to protect ourselves if things go wrong.

You will need to sign a contract with us.

More information
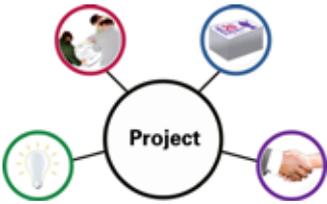
The organisations and resources below can help you with your project.

We are giving you these details for information only.

We do not recommend any particular organisation.

We are not responsible for what information you get

Environmental sustainability

BREEAM (Building Research Establishment Assessment Method)

www.breeam.org

Business in the Community Wales

www.bitc.org.uk/business-in-the-community-cymru

Carbon Trust

www.carbontrust.co.uk

Centre for Alternative Technology / Canolfan y Dechnoleg Amgen

www.cat.org.uk

Centre for Regeneration Excellence in Wales (CREW)

http://regenwales.org/

Cynnal Cymru-Sustain Wales

www.cynnalcymru.com

Julie's Bicycle

www.juliesbicycle.com

Resources from Julie's Bicycle

Energising Culture: A Guide to Future Energy for Cultural Buildings

juliesbicycle.com/resource-energising-culture-2012

Green Theatre guide

juliesbicycle.com/resource-green-theatre-guide-2008

Green Visual Arts guide

juliesbicycle.com/resource-green-visual-arts-guide-2010

Environmental Policy and Action Plan guidelines

juliesbicycle.com/resource-policy-action-plan-guide

Sustainable Procurement guide

juliesbicycle.com/resource-procurement-guide-2015

Resources from Welsh Government

Planning Policy Wales, Edition 11, February 2021

gov.wales/topics/planning/policyWelsh Government

Practice Guidance: Planning for Sustainable Buildings

gov.wales/sites/default/files/publications/2018-09/planning-sustainable-buildings.pdf

Practice Guidance: Renewable and Low Carbon Energy in Buildings

gov.wales/sites/default/files/publications/2018-11/renewable-and-low-carbon-energy-in-buildings-practice-guidance.pdf

Approved Document of the Building Regulations Part L (Conservation of Fuel and Power)

gov.wales/building-regulations-guidance-part-l-conservation-fuel-and-power

The Well-being of Future Generations (Wales) Act 2015

gov.wales/sites/default/files/publications/2019-02/spsf-1-core-guidance.PDF

Accessible buildings

Centre for Accessible environments

www.cae.org.uk

Disability Arts Cymru

disabilityarts.cymru

Disability Wales

www.disabilitywales.org

Equality and Human Rights Commission (EHRC)

www.equalityhumanrights.com

National Register of Access Consultants

www.nrac.org.uk

Wales Council for the Blind

www.wcb-ccd.org.uk

Wales Council for Deaf People

www.wcdeaf.org.uk

Resources about accessible buildings

The Equality Act 2010

www.legislation.gov.uk/ukpga/2010/15/contents

BS 8300: 2:2018 Design of Buildings and their approaches to meeting the needs of disabled people

www.thenbs.com/PublicationIndex/documents/details?Pub=BSI&DocID=320547

Welsh Government

Approved Document of the Building Regulations Part M (Access to and Use of Buildings)

gov.wales/building-regulations-guidance-part-m-access-and-use-buildings

Good quality design and construction

Association of British Theatre Technicians

http://www.abtt.org.uk/

CADW

https://cadw.gov.wales/

Design Commission for Wales / Comisiwn Dylunio Cymru

http://dcfw.org/

Landscape Institute

www.landscapeinstitute.org

Royal Institute of British Architects

www.architecture.com

Royal Society of Architects in Wales

www.architecture.com/my-local-riba/rsaw

Royal Institute of Chartered Surveyors

http://www.rics.org/uk

RICS Wales

www.rics.org/uk/about-rics/where-we-are/uk-and-ireland/rics-in-wales

Design, Architecture and Professional Bodies

Arts Council England Building excellence in the cultural sector 2020

www.artscouncil.org.uk/publication/building-excellence-cultural-sector

Designing Buildings

www.designingbuildings.co.uk/wiki/Home

**Royal Institute of British Architects
RIBA Plan of Work (2020)**

www.architecture.com/knowledge-and-resources/
resources-landing-page/riba-plan-of-work

**Welsh Government
Technical Advice Notice (TAN) 12: Design (2016)**

gov.wales/technical-advice-note-tan-12-design

Running a successful project

**Wales Council for Voluntary Action (WCVA)
Good Governance: A Code for the third sector in
Wales**

wcva.cymru/wp-content/uploads/2020/01/5.1-
Principles-of-Governance.pdf

**Wales Council for Voluntary Action (WCVA)
Faith and Hope don't run charities (trustees do)**

wcva.cymru/wp-content/uploads/2020/01/WCVA-
Faith-and-Hope-Dont-Run-Charities.pdf

**Wales Council for Voluntary Action (WCVA)
Governance Health Check**

wcva.cymru/wp-content/uploads/2020/01/WCVA-
Governance-Health-Check.pdf

Hard words

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